

BRA EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** SENIOR ADMINISTRATIVE ASSISTANT**JOB VACANCY POSTING NO.****19-01****EMPLOYMENT STATUS:** BRA Development Program Employee
(See Definition on Reverse)**POSTING DATE:** 4/17/01, REV: 4/26/01**EXTERNAL DATE:** 4/30/01**POSITION FILLED:****DATE:****NAME:**

SUMMARY: Under direction of the Chief Planner, coordinate office operations and special projects; provide administrative and general support to the Chief Planner and Chief Planner's staff. Relieve Chief Planner and staff of administrative detail; coordinate and manage supervisor's schedule; manage functions of office; provide assistance with activities originating from or coordinating with the Director's and Chief Planner's offices. Serve as contact on behalf of Chief Planner.

Manage functions of the Chief Planner's Office. Assume day-to-day functions in order to allow Chief Planner and staff to respond to demands of office. Some extended days may be required with advance notice. Initially, Chief Planner position is in start-up phase; this position will be instrumental in establishing office protocol and practices. This is an opportunity to help support shaping the Chief Planner's office.

Serve as contact and liaison on supervisor's behalf for all levels of BRA and City department staff, City officials, BRA Board members, public agencies and civic, community and business groups. Provide information, ascertain the nature of problems reaching supervisor's office, make referrals and respond to suggestions and complaints. Alert supervisor to situations requiring action.

Handle supervisor's correspondence – both electronic and paper, research issues and, where appropriate, prepare responses for supervisor's signature and/or refer correspondence to staff for resolution. Type, edit, proofread and produce correspondence, memoranda, reports and other materials, using word processing and spreadsheet software. May draft letters for supervisor's signature. May send or respond to emails on behalf of supervisor. Distribute and forward approved materials.

Establish, maintain and update supervisor's files, both electronic and paper. Locate and retrieve materials. Maintain cross-indexing systems as appropriate. Purge files periodically.

Set-up and maintain record keeping systems. Collect and verify data; enter into system(s) as appropriate. Using database management software, create, maintain, and utilize electronic mailing lists.

Receive and route incoming telephone calls. Take and relay messages as requested. Provide routine information about department operations and services.

Greet and direct department visitors.

Photocopy and distribute materials as requested. Check materials produced for sequencing, accuracy, legibility and completeness.

Sort and screen incoming mail; process outgoing mail. Receive and direct express mail and other deliveries. Send and receive faxes. Coordinate outgoing mail with Administrative Services including same day and overnight delivery.

Assist supervisor and staff in internal and external meeting management: scheduling, coordinating, set-up, preparation and distribution of materials, documenting and general support. May include evening meetings.

Carry out special projects as requested and guided by the Chief Planner and staff.

Perform other related duties as assigned.

QUALIFICATIONS: Work requires completion of a Bachelor's degree in public administration, business administration, planning, communications or related field, or equivalent experience, plus more than 5 years of progressively responsible work experience. Proficiency in office software (MS Word, Excel, Access, Outlook), business English, office etiquette, and office operations is required. The successful candidate will be a self-starter who can initiate and follow through with little or no supervision a wide range of both creative and administrative tasks in a complex work environment. Experience with substantial community, public and intra-agency and multi-agency communications and coordination is highly desirable. Candidate must be able to anticipate and support what is needed to fulfill Chief Planner responsibilities, and to responsibly and effectively complete a wide range of tasks and manage special projects assigned by the Chief Planner; must be capable of independent work required to make Chief Planner's office fully operational.

GRADE: 18**HIRING RANGE: \$38, 529.40-\$46, 298.98**

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

